

# Establish a Memory Lab with the 2023/2024 LSTA Inspiration Grant

## Information Session

October 20, 2023

12:00PM – 1:00PM

*This session will be recorded.*



# Opportunity Timeline



## **October 31 and November 30, 2023**

→ Application submission deadlines



## **November – December 2023**

→ Award notifications



## **January – June 2024**

→ Project planning

→ California Revealed in-person and webinar trainings

→ Community engagement, equipment purchases, program promotion, build local partnerships



## **June 30, 2024**

→ Project period ends

# California Revealed

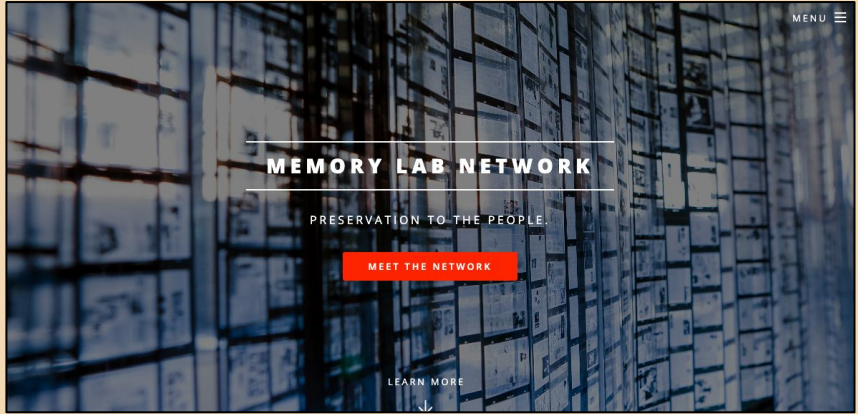
- ✦ We strive to **engage in memory work that is reparative and reflexive**, acting as a bridge between heritage organizations and the communities they serve.
- ✦ We seek to **expand the historical narrative of California** by collaborating with regional organizations to digitize, preserve, and provide online access to their archival materials.
- ✦ We aim to **lower the barriers to digitization** by providing **equitable access to free services and training**. Our work serves as a model to empower communities and individuals within and beyond California to preserve and share their own stories using approachable digital tools and archival practices.

Read more: <https://californiarevealed.org/mission>



# Memory Lab Network

The **Memory Lab Network** was created to help individuals and communities across the United States to **preserve their personal histories and recorded memories for the future.**

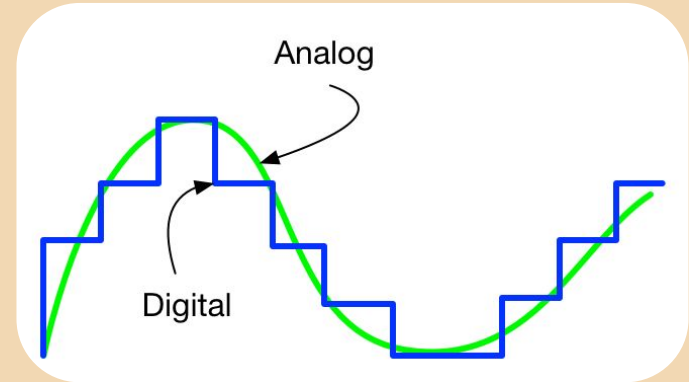
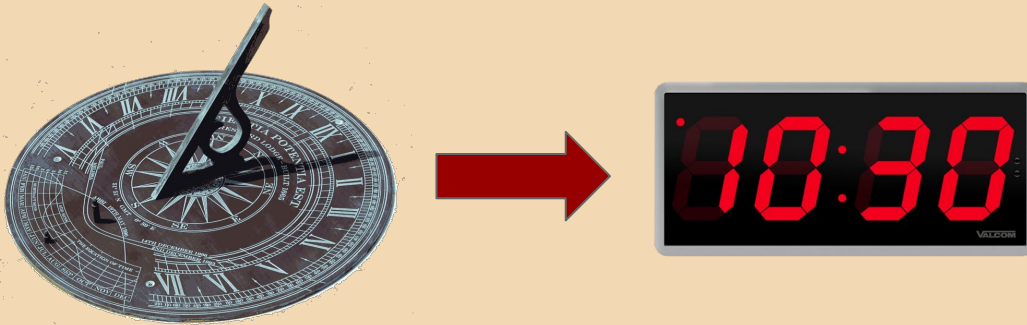


By furnishing a **free, do-it-yourself space** for the digitization of photos, documents, and audiovisual recordings, Memory Labs offer a unique opportunity for organizations to **connect with community members, save shared history, and drive home principles of preservation and access.**



# What is digitization?

- ✦ **def. Analog to digital signal (information) conversion**  
→ **Physical object + conversion process = digital file**



- **Photograph** digitized using a flatbed scanner into a **.tiff, .jpg**
- **Magnetic tape** (audiocassette) digitized using specialized equipment to create a **.wav, .mp3**

# Why digitize?

## ✦ Preservation = Long-term Access

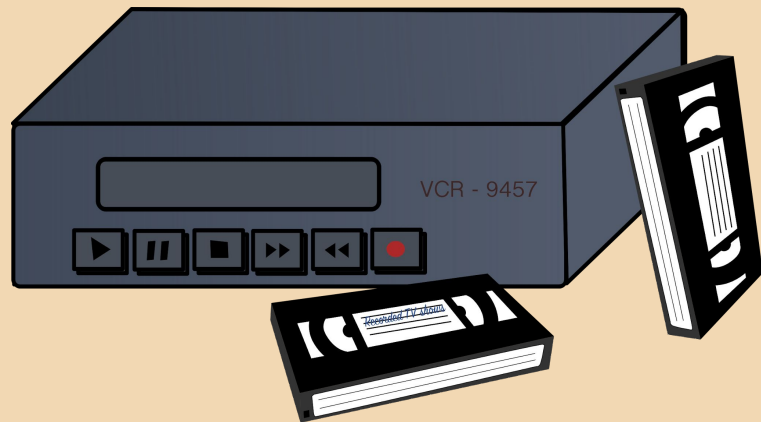
- Memory Labs implement best-ish practices for analog to digital conversion, offering patrons a way to preserve their media

## ✦ Obsolescence

- No format will be playable forever
- Shift to digital and born-digital content
- What will be next?

## ✦ High risk of natural disasters

- Wildfires, flooding, extreme heat
- Consider how these affect access to adequate housing, expendable resources, cooling or heating in inclement weather



# Who benefits from preservation?



## Develop a Community of Practice

- Survey community about family or local history preservation
- Identify needs and brainstorm ways to engage the public
- Connect with partners + community stakeholders
- Promote staff + invest in professional development
- Bring in new services and programming to library users



Image source: South Pasadena Public Library Memory Lab



## California Revealed – Digital file nominations

- *Optional:* Memory Lab users can contribute their digitized home movies, photographs, ephemera for long-term preservation and be part of California history!













# Baseline Equipment

OC Public Libraries Memory Lab, Tustin Branch



Memory Lab components  
- equipment and resources -  
are designed to be **modular and scalable**,  
and can be set up variously as **in-house**  
**and/or mobile programs**.

## ✦ Memory Lab Baseline Equipment

- Flatbed Scanner (photos, docs)
- VHS / VHS-C
- Audiocassette
- Film Scanner / Inspection
- Vinyl discs
- MiniDV
- Digital8

# Sample Budget

California State Library				
Library Development Services				
<b>Grant Award Budget Form</b>				
<b>IMPORTANT:</b> Each budget category on this form includes help text which highlights selected important guidance relating to each category. The help text does not include all budget instructions. For complete budget guidelines and information, please refer to the Application Instructions on the <a href="#">LSTA Inspiration Grant webpage</a>				
<b>SALARIES, WAGES, AND BENEFITS</b> <i>Include FTEs for every position included in this budget category. For more information on FTEs, including how to calculate, see application instructions.</i>				
Expense	FTE	Grant Funds Requested	Cash Match & In-Kind	Total
Project Coordinator (288 hours @ \$30/hr)		\$8,640	\$0	\$8,640
Supervising Librarian - Programming (120 hours @ \$65/hr)		\$0	\$7,800	\$7,800
Adult Programming Librarian (36 hours @ \$45/hr)		\$0	\$1,620	\$1,620
Project Assistant Librarians (576 hours combined @ \$36/hr)		\$16,691	\$4,045	\$20,736
Graphic Designer (20 hours @ \$45/hr)		\$0	\$900	\$900
Salaries, Wages, and Benefits Subtotal:		\$25,331	\$14,365	\$39,696
<b>Salaries, Wages, and Benefits Description:</b> Project Coordinator (ordering equipment and supplies, training, planning workflows, and implementation) - 8 hrs/week - 288 hours @ \$30/hr = \$8,640. Supervising Librarian - Programming (project oversight/management) - 120 hours @ \$65/hr = \$7,800. Adult Programming Librarian (training, implementation and coordinating events) - 1 hr/wk - 36 hours @ \$45/hr = \$1,620. 2 Project Assistant Librarians (training and implementation) - 16 hr/wk combined - 576 hours @ \$36/hr = \$20,736. Graphic Designer (creating graphics/branding for marketing) - 20 hours @ \$45/hr = \$900.				



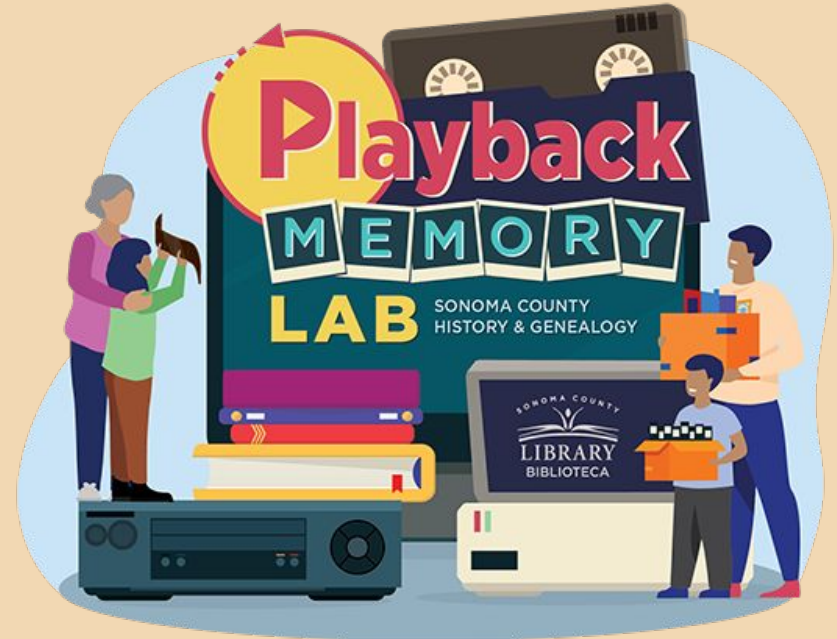
# Programming

## ✦ Multigenerational approach to Memory Lab programs + outreach

- Adults and seniors 65+
- Young adults / Teens / Tweens
- Children + various family dynamics

## ✦ Evaluation and Sustainability

- Address barriers to access + pivot the Memory Lab to work for your library
- Incentivize participation through public works + projects
- Continue staff training + opportunities for internal growth



<https://sonomalibrary.org/browse/libraryofthings/playback>



# Programming

HAPPENING NOW:

## MOBILE MEMORY LAB COMMUNITY SCANNING DAY

Digitizing the local history of our  
Los Angeles neighborhoods,  
one artifact at a time.

BRING YOUR FAMILY AND  
COMMUNITY PHOTOS,  
LETTERS, DIARIES, AND  
MORE!

We'll digitize your materials to share  
with future generations.

You'll keep the originals and receive  
digital copies of your momentos to take  
home.



Visit [www.lapl.org/memorylab](http://www.lapl.org/memorylab) for more information



WHITTIER PUBLIC LIBRARY  
**DIY DIGITAL  
MEMORY LAB**  
presents  
**DIGITAL DAYS**  
MARCH 20 - MARCH 31

Bring your photos, slides, or documents you would  
like to digitize to preserve your treasured memories.

Reservations are available  
Monday-Friday,  
10:30am-12:30pm &  
1:00pm - 3:00pm  
To book a reservation,  
please call (562) 567-9940.



The Gilb Museum of Arcadia Heritage Presents:

## PRESERVATION WORKSHOP SERIES 2023

Join Museum staff in a series of workshops and demonstrations on  
how you can preserve your personal and family history. Learn  
preservation methods used by museum professionals and see  
examples from the Museum collections.

10:00AM



**Photograph  
Workshop**  
FEBRUARY 4



**Digitization  
Workshop**  
APRIL 1



**Textile  
Workshop**  
JUNE 3



**Paper  
Workshop**  
AUGUST 12



**Art  
Workshop**  
OCTOBER 7



**Genealogy  
Workshop**  
DECEMBER 16



The Gilb Museum of Arcadia Heritage  
380 West Huntington Drive Arcadia, California 91007  
(626)574-5440 [Museum@arcadiaca.gov](mailto:Museum@arcadiaca.gov)  
[www.ArcadiaCA.gov/Museum](http://www.ArcadiaCA.gov/Museum)



# Resources

## Memory Lab Network

- [California Revealed-Memory Labs](#)
- [Memory Lab Network Home Page](#)
- [Memory Lab Deep Dive](#)
- [MLN Baseline Equipment](#)
- [MLN Sample Budget](#)

## California State Library

- [2023/2024 LSTA Inspiration Grant](#)
- [Memory Lab](#) - Programming Ideas from California Public Libraries

## California Memory Labs - [Google Maps](#)

- [Arcadia Public Library, Community Memory Lab](#)
- [Glendale Library, Arts & Culture, Memory Lab](#)
- [Los Angeles Public Library, DIY Memory Lab](#)
- [Napa County Library, Memory Lab](#)
- [National City Public Library, Community Memory Lab](#)
- [OC Public Library, Memory Lab](#)
- [Placentia Public Library, Memory Lab](#)
- [San Leandro Public Library, DIY Memory Lab](#)
- [SLO Public Library, DIY Memory Lab](#)
- [Sonoma County Library, Playback Memory Lab](#)
- [South Pasadena Public Library, Memory Lab](#)

# Thank you!

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*For LSTA Inspiration Grant  
Application support, please contact:*

**Lena Pham**

Library Programs Consultant

California State Library

[lena.pham@library.ca.gov](mailto:lena.pham@library.ca.gov)



<https://californiarevealed.org/do/91c7f66f-1bf4-40fa-962b-cf01bb1af35f>